

**OFFICE OF LEGISLATIVE COUNSEL
GEORGIA GENERAL ASSEMBLY**

NOTICE OF EDITOR POSITION

The Office of Legislative Counsel is now accepting applications for a position as editor. Primary responsibilities include proofreading and editing legislation drafted by office attorneys, legal opinions, correspondence, materials for the O.C.G.A., annual summaries of general laws passed, and indexes for all annual session laws. Excellent English grammar and usage and attention to detail are required; teamwork along with interpersonal, computer, and time management skills also are essential; prior professional editing experience preferred. Fast-paced with extended hours during legislative sessions. Full-time position with benefits.

For information about the Office of Legislative Counsel, see the office's webpage at <http://www.legis.ga.gov/Joint/en-US/LegCounsel.aspx> and the articles linked on that page.

To apply: Download and fill in the interactive Application for Employment (General) form from the office's webpage and sign, scan, and submit the completed application by attachment to email addressed to LegCounsel@legis.ga.gov only. Please specify "Editor Application" in the summary line of the email and attach any supporting documents required by the application. Alternatively, the completed application and supporting documents may be printed and faxed to 404-651-9292 (attention "Editor Application") or mailed to:

Office of Legislative Counsel
Attn: Editor Application
316 State Capitol, SW
Atlanta, GA 30334-1140

Applications accepted until position filled. Applicants invited for interviews will be required to take a timed editing skills test. A successful applicant will be required to submit to a criminal history background check. Estimated starting date two weeks after acceptance of offer.